



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt a resolution authorizing the Community Development Department to contract for document conversion services with BMI Imaging Systems of Sacramento in an amount not to exceed \$6,000

MEETING DATE: June 19, 2002

PREPARED BY: Community Development Director

RECOMMENDED ACTION: That the City Council adopt a resolution authorizing the Community Development Department to enter into an agreement with BMI Imaging of Sacramento, under a State of California Department of General Services contract, for the conversion of approximately 33,000 documents currently on microfilm to digital format on compact disks. Cost is approximately \$0.167 per image, and total cost is estimated not to exceed \$6,000.

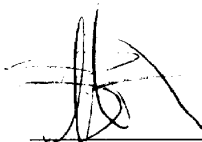
BACKGROUND INFORMATION: On July 10, 1998, the State of California Department of General Services awarded competitively-bid master services agreement #5-98-70-01 to BMI Imaging Systems of Sacramento for document conversion services (paper to microform, paper to digital, and microform to digital).

The Building Division of the Community Development Department has approximately 33,000 permits archived on 60 rolls of 35mm microfilm. Transfer of these documents to digital format would save staff time in accessing the permits, and would allow for backup copies of the documents to be stored on both CDs and computer hard drives and be more efficient in storage of necessary materials.

Public Contract Code Section 10298 allows local agencies to participate in State contracts, and City Code Section 3.20.070 provides for local bidding to be dispensed with when Council determines that an alternative method of purchase is in the best interests of the City. Staff believes this competitively-bid state contract offers better pricing than would result from a locally-prepared invitation for bids, and recommends that the Council authorize the City's participation in the state agreement with BMI Imaging Systems for this project.

FUNDING: 2001-2003 Capital Improvement Budget, Page E-67

Ruby R. Paiste for
Vicky McAthie, Finance Director


Konradt Bartlam
Community Development Director

Prepared by Joel Harris, Purchasing Officer

APPROVED: _____


H. Dixon Flynn -- City Manager

RESOLUTION NO. 2002-130

A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING CONTRACT FOR DOCUMENT
CONVERSION SERVICES

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WHEREAS, Lodi Municipal Code §3.20.070 authorizes dispensing with bids for purchases of supplies, services, or equipment when it is in the best interest of the City to do so; and

WHEREAS, on July 10, 1998, the State of California Department of General Services awarded competitively-bid master services agreement No. 5-98-70-01 to BMI Imaging Systems, of Sacramento, California, for document conversion services (paper to microfilm, paper to digital, and microfilm to digital); and

WHEREAS, the Community Development Department has approximately 33,000 documents archived on 35mm microfilm. Transfer of these documents to digital format would save staff time in accessing permits and would allow for backup copies of documents to be stored on both CD's and computer hard drives, thus providing a more efficient method of storage; and

WHEREAS, cost for this service is approximately \$0.167 per image, and cost is estimated not to exceed \$6,000.00.

NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby authorize the City Manager to execute contract for document conversion services for the Community Development Department with BMI Imaging Systems, of Sacramento, California, in an amount not to exceed \$6,000.00.

Dated: June 19, 2002

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I hereby certify that Resolution No. 2002-130 was passed and adopted by the Lodi City Council in a regular meeting held June 19, 2002 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, and Mayor Pennino

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Nakanishi

ABSTAIN: COUNCIL MEMBERS – None


SUSAN J. BLACKSTON
City Clerk